Chapter 2 - Summary of Reports

ADPICS generates the following procurement reports:

Vendor Bid Statistics Summary Report — PCHR0020
Lists bids that have been submitted to a vendor by mail code, bid ID, and due date with bid title, response indicator, award indicator, and dollar rank. Also displays the number of bids sent, number of responses, number of awards, and the response percentage for the vendor ID displayed.

Open Requisition Report — PCHR0210
Lists requisitions that have not been canceled, closed, or printed and have line items that have not been obligated on a purchase order or BPO call, by agency, department, status, requisition ID with department name, document ID, number of lines, document total, date created, and buyer.

Open Purchase Order Report — PCHR0212
Lists purchase orders that have not been "vouchered" as of a specified date, by agency, department, status, purchase order ID with requisition ID, line number with document table, remaining balance, date created, delivery date, and expiration date.

Aged Open Payables — PCHR0325
Lists open payables, by agency, aging period, department, status, voucher ID, vendor ID, vendor mail code, vendor name, create date and voucher amount.

Unpaid Receivers Report — PCHR0506
Lists receivers that have not been posted, or have been partially vouchered, as of a specified date, by agency, department, department name, receiving ID, purchase order, vendor ID, mail code, vendor name, document status, date received, and accounting distribution.

ADPICS Security Report — PCHR0620
Lists user security by operator ID, with name, area code, phone number and extension, approval level, department, user class, department authorizations 1-10, change buyers indicator, change vendors indicator, requisition print ID, purchase order print ID, invitation to bid print ID, change order print ID, receiver print ID, blanket purchase order print ID, vendor authorization indicator, vendor override authorization indicator, funds override authorization indicator, and blanket purchase order override authorization indicator.

Travel Frequency Report — PCHR0980
Lists travel by department, employee ID, departure date, return date, travel voucher ID,
purpose code, from location, to location, rate code, line date, amount, employee total, and
department total.

Travel Proximity Report — PCHR0990
Lists travel by department, proximity code, employee name, Voucher ID/Line No,
purpose, from location, to location, departure date, return date, voucher amount,
proximity total, and department total.

Vendor/Mail Code Batch Update Control Report — PCHR0995
Lists all Vendor Table Adds and Vendor Mail Code Adds/Updates (successful and
rejected) that have been processed during the nightly batch process by PCHB0995. The
adds/updates are listed by Agency with Vendor ID, Mail Code, Vendor Name, Status,
and Reject Reason. It totals by Number of Records Processed, Number of Records
Accepted, and Number of Records Rejected.

Vendor W9 Update Report — PCHR0996
Lists non-confidential vendors for which the W9 indicator entered on the Vendor Table
Maintenance screen (PCHL5200) or the Bidder Vendor/Mail Code Table Maintenence
screen (PCHL5201) was set to 'Y' (yes) that have been processed during the nightly
batch process by PCHB0996. The updates are listed by Vendor ID and Vendor Name. It
totals the Number of Records Extracted. Once extracted, vendors are not listed on
subsequent reports.